



JOB DESCRIPTION

JOB TITLE:	Assistant City Manager for Community Development	
DEPARTMENT:	Office of the City Manager	
REPORTS TO:	City Manager	DATE: August, 2010
EMPLOYEE UNIT:	Management & Confidential	Supersedes: None
FLSA EXEMPT:	Yes	

JOB SUMMARY: Under general administrative direction of the City Manager, the Assistant City Manager for Community Development plans, directs, manages, and oversees the activities and operations of the Community Development Agency including Redevelopment, Development Services, Engineering and Utilities, Housing, and Strategic Planning and Economic Development. Provides policy guidance and coordinates the activities of assigned divisions, programs and services.

CLASS CHARACTERISTICS: This is an executive management level classification with full responsibility for managing the activities of several divisions through subordinate department directors and/or managers. Successful performance of the work requires the ability to independently implement varied programs following general policy guidelines and the demonstration of solid leadership and negotiation skills during interactions with City employees, constituents and business representatives.

This is an “At-Will” classification which means the Assistant City Manager for Community Development serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the City Manager and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Assume full management responsibility for the services and activities of the Community Development Agency. Develop and direct the implementation of goals, objectives, policies, procedures and work standards.
2. Assist department directors in solving administrative problems or in developing major changes in departmental organization procedures and policies.
3. Provide assistance and support to the City Manager; analyze, recommend, implement and administer policies and procedures.
4. Provide information, policy recommendations and staff support for the Planning Commission and varied committees concerned with land use, community development, housing, congestion management, economic development, and related planning matters.

5. Develop and direct the preparation of, amendments to, and implementation of the City General Plan.
6. Assist in developing and implementing the Community Development Agency and Redevelopment Agency budget; monitor the assigned budget and approve expenditures as required.
7. Interpret City policies and procedures to employees, and ensure positive morale and high productivity of department staff.
8. Make presentations before the City Council, community groups, business owners, commissions and other related groups.
9. Represent the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public. Serve as liaison with department directors, City Council, City Manager and other external agencies.
10. Handle difficult inquiries or community concerns.
11. May serve as acting City Manager in the City Manager's absence.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelor's Degree from an accredited college in Public Administration, Business Administration, or a closely related field. A Master's degree is strongly desired.
2. At least five years of senior level administrative experience in municipal government including a proven track record of departmental management responsibility.
3. Prior experience in a municipal government with a Redevelopment Agency function strongly desired.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Required to work evenings and weekends as needed.

Knowledge of:

1. Principles, practices, and techniques of public administration.
2. General executive management principles and methods including goal setting, program development and implementation, project management, budgeting, and employee supervision.
3. Principles, practices, techniques of urban planning, economic development, and redevelopment.
4. Applicable city, county, state and federal laws, codes, ordinances, and regulations.
5. Funding sources impacting program and service development.

Skill in:

1. Planning, organizing, assigning, directing, reviewing and evaluating varied community development activities.
2. Selecting, training, motivating, leading and evaluating staff.
3. Developing, implementing and interpreting policies, procedures, goals, objectives and work standards.
4. Analyzing complex problems, evaluating alternatives and making creative recommendations.
5. Handling citizen complaints and difficult customers.
6. Interpreting and explaining complex laws and regulations.
7. Presenting ideas, facts and recommendations effectively orally and in writing.
8. Providing outstanding customer satisfaction (internally and externally).
9. Use of common office software including Microsoft Office.

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Establish and maintain effective working relationships with those contacted in the course of work, including difficult or disgruntled citizens, contractors, developers, and others.
3. Represent the City effectively in meetings with others.
4. Prepare clear, concise and competent reports, correspondence, and other written materials.
5. Perform in a manner which reflects the City and Police Department mission, values and goals.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled, ergonomically equipped office environment; some travel is required.
3. Noise level in the work environment is usually moderate.